| ***MN SOPHE Board Meeting of the Executive Committee and Officers******Agenda/Minutes/Summary*** |
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| **Date: July 21 2023** | **Time: 12-1 pm** |
| **Location: Zoom** |
| **Attending:** Liz Heimer, President; President Elect, Lindsay Nelson; Katie Stapleton, Treasurer; Jean Streetar, Secretary; Lauren Witt, Advocacy Chair; PH Moua, Awards and Recognition; Cat Gangi, Continuing Education; Nuri Nudrat and Zhanna Dunagan, Student Representatives**Guest:** Kaley Hernandez |
| **Absent:** Mary Kramer, Past President; Wendy Schuh, National Delegate; Sia Xiong, Communications; Taylour Blakeman, Membership Chair |
| **Facilitator: Liz** | **Recorder: Jean** |
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| **Minutes Approved: August 18, 2023** |
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| **Agenda Item** | **Time** | **Discussion** | **Person assigned** |
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| Introductions and approve agenda  | Noon-12:10 | Welcome, ice breaker and introductions started the meeting off at 12:03 pm. Motion by Lindsay and second by Nuri to approve the agenda. Approved. | Liz |
| Roll call |  | Mary, Wendy, Sia and Taylour were not able to attend. | Jean |
| **Old Business** | 12:10-12:15 |  |  |
| Approve minutes |  | Approval of June 2023 Minutes submitted by Jean available [here](https://docs.google.com/document/d/1NUc1hcsI_4ui3LPjDomS_a-aGjmJe8Z7/edit). Motion by Lauren and second by Cat to approve the minutes. Approved. Jean will insert the approval date and send to Taylour for posting. Meeting highlights will be sent to members. | Jean, Taylour |
|  |  |  |  |
| **New Business** | 12:10-12:30 |  |  |
| Board Member Nominations |  | Status of nomination efforts for 2024 open positions.The sub group materials have been sent out for nominations. Liz discussed continued recruitment through personal asks and promoting the positions. Liz indicated that anyone currently on the board would be well suited for the President-Elect position. Lindsay will be part of a special election for president and asked about filing out the form if you are a current board members. That would be appreciated, so accurate information can be used during the election. Sub group will meet for 30 minutes after the August 18 Board meeting to continuing planning for the fall elections. | Liz and sub group |
| ALA Sponsorship |  | MN SOPHE flavored tobacco restriction sponsorship from ALA * 1. Updates: Activities to date include a school tool kit, development of a video, coloring contest for grades K-12, completed T-shirt contest (winner will be announced soon), June, July, Aug sticker contests for $50 gift cards (anyone 13 and older can submit. Youth under 13 would need parent permission). Upcoming plans for table events on campuses ( Mankato, Winona, St. Mary’s, Morris (?). Feb 2024 plans for “A Day on the Hill” in St. Paul. Katie has attended addiction treatment training.
	2. Questions for the group: Finances are coming in to MN SOPHE from ALA to support this work.
 | Katie |
| 2023 Goals - Updates on Progress |  | **Develop year-round board recruitment** - President and others* + Next meeting in August after board meeting

**Analysis of current governing documents** (Bylaws and Policies and Procedures) - Mary, Jean, and subgroup. Mary is waiting to hear from National SOPHE if there are examples of governing documents for us to review.**Increase membership**- In Membership and Communications report |  |
| **Officer and Committee Reports** | 12:40-12:58 |  |  |
| Communications-Sia |  | Sia has updated the sponsorship form for the summit. Also working on a draft of the power point for Oct summit. |  |
| National Delegate-Wendy |  | July HOD meeting: Reviewed National SOPHE strategic plan and discussed how local chapters can/should align with national SOPHE. Some takeaways from breakout groups:Chapters report having to constantly rebuild as leadership changes. Some chapters have outdated strategic plans and bylaws. Request for National SOPHE to consider a paid consultant to assist with this process.Local chapters don’t always fall on the same timeline regarding strategic plan, so it can be difficult to align. |  |
| Continuing Ed-Cat |  | Help us promote the August webinar! “Ending Period Poverty”\*BIG shout out to Lindsay for helping facilitate this webinar for me while I’m out on a work trip.* + Need to schedule meeting with Katie for September webinar on the tobacco prevention work (let’s look at schedule a meeting here soon, and have the webinar in the last week in September)
	+ Oct- will start on creating the review process based off when the speakers get their information into our google form.
	+ Proposed training on digital wellness will be a bigger project and is something to consider in 2024.
 | Cat, Lindsay |
| Student Reps-Nuri, Zhana |  | Students have been working on developing a Coffee Chat. Working with Katie on ALA tobacco activities. Question to the board about having Duluth ESG students help with Oct summit if possible. Timing for mid-term exams and work schedules is a barrier for student reps. Nuri will pass along a MDH Mental Health and Tobacco speaker’s name to the planning committee. Students would like to have Tik Tok as another form of MN SOPHE social media communication with students. | Nuri, Lindsay, Taylour, Sia |
| President-elect-Lindsay |  | Current updates for the Summit on Oct 19 in Duluth: Programming for the day will be from 8 am-4 pm. There will not be a virtual option for this summit, poster session will roll out in Aug-Sept, committee is looking for sponsorships. Registration is now open for the summit! Please help spread the word: <https://mnsophe.wildapricot.org/summit> * + 50% off for board member registration (codes below)
		- Professional Board/Committee Members: BoardMember2023!
		- Student Board/Committee Members: StudentBoard2023!
* We have 2 hotel room block options

 Katie indicated there was $400 for student scholarships to attend. |  |
| Treasurer-Katie |  | June payment for Wild Apricot. ALA payment received. End of June chapter balance was $8,544. |  |
| Awards-PH |  | Forms are available for the Health Educator of the Year, and Outstanding Contributions to Public Health Education due by Sept 8. There is one OCPHE form completed so far. Awards will be presented at Oct Summit. The student recognition award will be later in the year for the Annual Meeting. |  |
| Membership-Taylour |  | Working on promotion of the upcoming webinar. Providing Summit support as the Duluth “go-to” person. |  |
| Advocacy-Lauren |  | ASK: MN SOPHE officially signs letter to HHS and CMS to “work with CMS to design systems that comply with Medicaid requirements while ensuring that Medicaid enrollees have a fully represented, equitable voice in our democracy”National SOPHE has already signed onMinnesota recently passed AVR Implementation legislation though need guidance from Biden administration and CMS on how to appropriately implement the system   Lauren will follow up with an email so board members can vote. Letter will need to be ready by July 23 (Sunday).WIN**:** [HHS announced a new core objective:“Increase the proportion of the voting-age citizens who vote”](https://health.gov/healthypeople/objectives-and-data/browse-objectives/social-and-community-context/increase-proportion-voting-age-citizens-who-vote-sdoh-07/data?tab=data-table#data-table)MN SOPHE publicly commented on this objective and partnered with MPHA and HDHP to help support this approval Considering submitting an abstract for National Advocacy Summit Voting and Health meeting: discussion on research visit training and the webinar we plan to coordinate for members. The theme is how to effectively have conversations with officials and government staff to understand political, social, and public health issues and how to best support the issues and positive change from a community perspective Implementation of the 16- and 17-year old voter registration policy: looking to partner with my local high school to understand how I can strengthen the implementation and get minors registered to vote appropriately  |  |
| Secretary-Jean |  | Attended the wrap up meeting for the MPHA conference. Thanks again to Cat for making the CHES/MCHES application possible. Lessons learned from the conference were discussed. There was a good deal of attention to the virtual portion of the conference that did not work well. If they do it again, they will do a practice session. Consensus was to include virtual as an option because it can reach more people and those that cannot travel to the selected location. Early bird registration was helpful when planning for an in-person event (since Covid) and hosting out of the metro area.I have sent MPHA our information about the Summit on Oct 19 and made the request for MPHA members to assist with CHES credit application |  |
| Past-Pres-Mary |  | Submitted a request to National SOPHE about governing document examples. |  |
| President-Liz |  | HES planning committee: attending and participating, updating website with summit information, webpage, sponsor page, parking, registration help with TaylourSeeking board member nominationsPlan to assist with bylaws/policies and procedures consolidationBoard member feedback welcomed - [Jamboard link](https://jamboard.google.com/d/12gnQZi6xes-fewukmhlUCxLSg2r8Ha_pUE4ZeiMT5Yc/edit?usp=sharing) (anonymous) |  |
| Good of the Order | 12:58-1pm | National members-vote on by-lawsSia has a new position. Katie has an internship with the Public Health Law Center Tobacco division. |  |
| Adjournment | 1:06 pm | Next meeting 8/18 |  |

Meeting Summary:

**Health Education Annual Summit Registration is Open!**

***Healing Communities: A Minnesota Summit on Mental Wellbeing*.** The annual Minnesota Society for Public Health Education (SOPHE) health education summit gathers health education specialists, and public health professionals from around the state to exchange information and create a healthier Minnesota through effective public health education practice.  The MN SOPHE planning committee is excited about our novel theme and line up of engaging speakers for this year's health education summit; a wonderful opportunity to attend an affordable professional conference. Find out what is moving and shaking for mental wellbeing and health education in Minnesota! Topics thus far include speakers on community resiliency, employee growth and wellbeing, trauma, a poster session, networking, and more!

October 19, 2023, Full day, in person summit!

Duluth Iron Clyde Works, 2920 W Michigan St, Duluth, MN 55806

<https://mnsophe.wildapricot.org/summit> Registration and hotel options available. Check with MN SOPHE for student scholarships at sopheminn@gmail.com

**Awards and Recognition 2023**

Please consider submitting nominations for the following awards (links to online forms provided)

* [**Health Educator of the Year Award:**](https://docs.google.com/forms/d/e/1FAIpQLSeesOcQXo7wausGV4guYDqGsJEphGbblODRGZw0QcURHyJ8Cg/viewform?usp=sf_link) This award exists to recognize a public health educator who exemplifies MN SOPHE’s mission to “provide leadership to the profession of health education and promotion, and to promote our communities’ health.” Nominees are required to be a MN SOPHE member and preferred CHES/MCHES, which can be established at the time of nomination. **Nominations must be received by September 8, 2023.**
* [**Outstanding Contributions to Public Health Education Award:**](https://docs.google.com/forms/d/e/1FAIpQLSfHjjx1J2-uJJKbIkGvLb3xA4DOKmNK34cksDHZ7sCCbT3ynQ/viewform?usp=sf_link)This award exists to recognize *any person* who has made significant contributions to the public health field. Examples of nominees can be health professionals, elected officials, or any individual who has demonstrated leadership to advance community health. Nominees are NOT required to be a MN SOPHE member. **Nominations must be received by September 8, 2023.**
* [**Student Recognition Award:**](https://docs.google.com/forms/d/e/1FAIpQLSd-oZyK8vqiGsuA6u9W-DcN6HDAhaFOIYio6da7iddmh9WLYg/viewform?usp=sf_link)This newly established award exists to recognize a student who has demonstrated exceptional individual and professional growth, demonstrated inclusion of various cultures and values in their studies, and contributed to the promotion of health in their community. Nominees are NOT required to be a MN SOPHE member. **Nominations must be received by November 3, 2023.**

**August 10 webinar:** ***Advocating for Equity: End Period Poverty MN***

Learn about how National Council of Jewish Women and its partners used research, coalition-building, and the power of storytelling to pass menstrual equity legislation for MN schools. Hopefully, you will leave feeling inspired to use your voice to advocate for important public health issues in your personal networks and at the Capitol.

**MN SOPHE members can receive 1.0 Category 1 CHES free!** Nonmembers can pay $10 for credit upon post-evaluation

12-1 pm. Register here: <https://mnsophe.wildapricot.org/event-5343894>

**Am Lung Association Collaboration on Flavored Tobacco Education**

MN SOPHE and ALA have launched a collaborative initiative to educate students at all levels about tobacco and flavored tobacco effects. There is a range of activities to be involved with including the opportunity to win prizes! Educators…watch for a tool kit and video. This is a great opportunity to *educate and advocate!* Contact Katie Stapleton for more information at sopheminn@gmail.com